

BCCC Travel Guidelines

BCCC reimburses College-related travel expenses, subject to budget availability and administrative approval. College-paid travel costs are intended to support remote short-term work assignments in support of the College's mission.

Required documentation:

Travel reimbursement form to include:

- Department, division, social security #, name & address, period beginning & end dates.
- Purpose of travel, start & end time of travel, territory covered.
- Total miles, commute miles & reimbursable miles.
- Employee & supervisor signature & date.
- Authorized signature and date, if PDC.
- Map Quest, if personal vehicular travel is involved
- Professional Development Council Travel Authorization Form (if applicable)
- BCCC Individual Request for Travel Form
- Flight/Train Itinerary
- Conference Registration
- Conference Agenda
- Hotel Receipt indicating a zero balance
- Taxi/Shuttle Receipts
- Toll Receipts
- Parking Receipts
- Luggage/Baggage Fee Receipt (only one bag is allowed unless otherwise approved prior to travel)
- **Original Itemized Meal Receipts for all meals (reimbursed up to the allowable daily per diem)**

Non-reimbursable items:

- Entertainment expenses
- Alcoholic beverages
- Personal telephone calls
- Expenses incurred by a travel companion
- Mini bar items
- Movies in hotel rooms
- Internet services, unless justified prior to travel
- Publications, newspapers
- Dry cleaning/laundry
- Traffic/parking violations
- Social activities of a conference that are separately itemized/charged on a registration
- Acela, business, 1st class or priority seating

Original receipts will be required for all travel related expenses, including meals.

Meals will be reimbursed up to the State's allowable daily per diem.

If meals are provided as part of a conference, the per diem for those meals is not allowed.

Hotel expenses are NOT allowed if the hotel is less than 50 miles from the College.

If an employee is a "no show" for a pre-paid hotel stay, the employee is personally liable for the costs with limited exceptions that require the approval of your VP/President.

Once a hotel stay is pre-paid by the College, changing of hotels will not be allowed.

A personal credit card is required for all incidental charges during a hotel stay that has been pre-paid by the College.

College CPC cards can NOT be used for business travel expenses.

Personal travel expenses owed to the College must be resolved at the Cashier's Office before any reimbursement will be processed.

Fees associated with travel itinerary changes are NOT reimbursable without the prior approval of your VP/President.